



County of San Diego

GARY W. ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH
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(619) 338-2222 FAX (619) 237-8447
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OFFICE USE ONLY
File # _____
Request# _____
No Records _____

RICHARD HAAS
ASSISTANT DIRECTOR

REQUEST TO REVIEW PUBLIC RECORDS FOR THE SITE ASSESSMENT AND MITIGATION PROGRAM AND HAZARDOUS MATERIALS DIVISION

Requestor Name: _____
Phone: (____) _____ FAX: (____) _____
Company Name: _____
Mailing Address: _____
(You may attach a business card/overprint with business card if preferred.)

A request is hereby made to review public records. It may be accessed from the DEH website at www.sdcountry.ca.gov/deh/. Separate forms are needed for each address. Fax your completed form to the Public Records Program at (619) 237-8447 or attach completed form and e-mail to Attn: Public Records Program. The following information is required so that our files may be accurately searched:

_____ or _____
Exact Address (Street, City and Zip Code) Assessor's Parcel Number

Optional information (Establishment Permit Number, business name, etc.)

If you indicate the purpose of your search, it will help us identify all the public records you may wish to review. If you know the program file you want to review, please check below:

- | | |
|--|--|
| <input type="checkbox"/> Environmental Assessment Phase I/II | <input type="checkbox"/> Site Assessment and Mitigation Release(s) |
| <input type="checkbox"/> Purchasing/Selling Property | <input type="checkbox"/> SAM Closure Letter/Report |
| <input type="checkbox"/> Hazardous Materials Permit & Underground Storage Tank Files | <input type="checkbox"/> Other |

OFFICE USE ONLY BELOW THIS LINE

Inactive File # _____	Iron Mtn # _____	# _____	# _____	# _____
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Files reviewed by: _____ of _____ Date: ____/____/____
Files copied for: _____ of _____ Date: ____/____/____
Request cancelled by: _____ Date: ____/____/____
Photocopies _____ Cost _____ Picked up/mailed on _____ By _____

DEH complies fully with the California Public Records Act and the Federal Freedom of Information Act. Every properly completed request will be processed in the order it is received. After the files you have requested are retrieved from storage, an appointment will be scheduled so that you may review DEH records. Photocopies of file items may be requested. A fee of \$.15 per page is charged to cover cost of copies.

A search for DEH records checked above has been conducted and NO RECORDS for the address you requested were found.

Signature

Title

Date